

Aspired Emergency Fire Procedures

Author	Sue Williams
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For all sessions held at Kensington Resource centre

Emergency Fire procedures

On discovering a fire you should:

- 1) Sound the Alarm
- 2) Leave the building as quickly as possible (without running) by the nearest exit, and go straight to the assembly point, the Assembly point is at the left side entrance of Kensington Resource centre gate facing Whitegate Drive rd., if the Fire Marshall is not there when you arrive please make sure that you keep safe any children you have with you, ensuring they do not go into the road or back towards the building.
Do not stop to collect your personal belongings
Do not re-enter the building until advised by the fire service or a senior member of staff that it is safe to do so.
- 3) Ensure the fire brigade has been called.

In addition, please ensure that:

- i) You are aware of the location of all exits of the building
- ii) You know the location of the fire alarm and fire appliances
- iii) You know where to assemble in the event of an evacuation
- iv) You know who the Fire Marshall is for that day / session – the session leader will state the name of the Fire Marshall at the beginning of each session, this information is also shown on the wall of the backstage room.

Fire Precautions

- Potential fire risks need not be dangerous provided that some simple but important precautions are required to be observed by all employees and volunteers.
- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire.
- Familiarise yourself with position of firefighting equipment and the correct method of operation of extinguishers and never interfere with or misuse the fire equipment.
- Keep fire exits, routes and access to firefighting equipment clear from any obstructions, do not wedge fire doors open.
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible e.g. under desks, behind radiators, etc. keep all combustible materials a safe distance from heating appliances and do not place anything on heaters .
- There is to be **No smoking** on the premises.

If you do see anything which may be fire hazard, correct it yourself if easy and safe to do so or report it immediately.

Next review date	31 st January 2017
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